

STATE OF UTAH
DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSING

APPLICATION FOR LICENSURE
LANDSCAPE ARCHITECT

APPLICATION INSTRUCTIONS AND INFORMATION

General Statement: The Utah Division of Occupational and Professional Licensing (DOPL) desires to provide courteous and timely service to all applicants for licensure. To facilitate the application process, **submit a complete application form including all applicable supporting documents and fees.** Failure to submit a complete application and supply all necessary information will delay processing and may result in denial of licensure. The fees are for processing your application and will not be refunded. **Please read all instructions carefully.**

Address of Record: The address you provide on this application will be your address of record. All correspondence from DOPL will be sent to that address. You are responsible to directly notify DOPL of any change to your address of record. Do not rely on a forwarding order.

Social Security Number: Your social security number is classified as a private record under the Utah Government Records Access and Management Act. It is used by DOPL as an individual identifier. It is also used for child support enforcement pursuant to Subsection 78-32-17(3) and is mandatory pursuant to Subsection 58-1-301(1), Utah Code Ann., which implements 42 U.S.C. 666(a)(13). If an SSN is not provided, the application is incomplete and may be denied.

SUPPORTING DOCUMENTS AND FEES:

Complete the following, in addition to submitting a completed application:

1. Submit **one** of the following to document that you meet the education or experience requirement for licensure:
 - ☐ A CLARB Council Record.
 - ☐ An official transcript documenting graduation from a LAAB accredited landscape architectural program.
 - ☐ A report documenting 8 years of supervised practical experience in landscape architecture under the supervision of one or more licensed landscape architects.
(See "Additional Important Information" below.)
2. Submit **one** of the following to document that you meet the examination requirement for

licensure:

- ❑ A CLARB Council Record.
 - ❑ A “state report” prepared by your state licensing board documenting your passing scores on the LARE, if you passed the LARE in a state other than Utah. (*See “Additional Important Information” below.*)
 - ❑ The original letter(s) from DOPL’s approved examination provider verifying your passing score on the LARE, if you passed the LARE in Utah. For examinations taken prior to January 1, 2008, the approved provider was Thomson Prometric; for examinations taken after that date the provider is PSI Examination Services.
3. Submit a completed take-home “Utah Landscape Architect Law and Rules Examination” (*page 9 of this application*).
 4. Submit a **\$110.00** non-refundable application-processing fee, made payable to “DOPL.”

ADDITIONAL IMPORTANT INFORMATION:

1. **Utah Landscape Architect Law and Rules Take-Home Examination:** Enclosed are the take-home Utah Landscape Architect Law and Rules Exam that you are required to pass in order to qualify for licensure. Return the completed law and rules exam with your application for licensure. Do not submit it separately.

The following applicable laws and rules are available on the Internet at www.dopl.utah.gov:

- ❑ Division of Occupational & Professional Licensing Act
 - ❑ General Rules of the Division of Occupational & Professional Licensing
 - ❑ Landscape Architects Licensing Act
 - ❑ Landscape Architects Licensing Act Rules
2. **Current Documents:** Applications, statutes, rules, and forms are occasionally changed. Go to www.dopl.utah.gov to ensure you have the most recent version of these documents.
 3. **Continuing Education:** There is no CE requirement for Landscape Architects.
 4. **CLARB Council Record:** To obtain a CLARB Council Record contact CLARB at 571-432-0332 or access their WEB site at www.clarb.org .
 5. **LARE Examination Study Guide:** To obtain an LARE study guide, contact CLARB at 571-432-0332 or access their WEB site at www.clarb.org .

6. **LARE Examination Registration:** To register for section C and E of the LARE exam in Utah, contact PSI Examination Services at www.psiexams.com or 1-800-733-9267 to register. You must register for the three sections that are computer-based exams by contacting CLARB at www.clarb.org.
7. **Examinations:** Applicants are required to pass the Landscape Architect Registration Examination (LARE). If you took and passed a previous version of the LARE offered prior to June 1999 or the UNE examinations offered prior to 1992, your examination may be acceptable. Contact CLARB to determine if any prior examination is acceptable.
8. **Examination Fees:** There are separate fees for all examinations. It is the responsibility of the applicant to submit the fees directly to the testing agency.
9. **Eight (8) Years of Supervised Experience:** You may qualify for licensure without completing a 4 year LAAB accredited degree in landscape architecture if you have a minimum of 8 years of qualifying experience under the supervision of one or more licensed landscape architects. Have your licensed supervisor prepare a report listing your projects, the dates of the projects, and the number of months you worked on each project. The total number of months must add up to at least 96 months. Your licensed supervisor must also make a statement as to whether or not you are qualified for licensure. The report must bear the seal of the licensed landscape architect supervisor to be accepted.
10. **Seal Design:** DOPL does not offer a “picture” of the seal. However, the specifications for the seal are found in Rule, R156-53-601, which states in part:
 - ❑ Each seal shall be a circular seal, 1-1/2 inches minimum diameter.
 - ❑ Each seal shall include the licensee’s name, license number (*first 6 or 7 digits*), “State of Utah” and “Licensed Landscape Architect.”
 - ❑ Each seal may be a wet stamp, embossed, or electronically produced.
11. **License Renewal:** All landscape architect licenses expire May 31 of each even-numbered year.

Unlike many other states, Utah’s license renewal schedule **is not** based on the licensee’s date of initial licensure. Under Utah’s renewal system, all licenses in each profession expire as a group on the same day every two years. Therefore, the length of a licensee’s first renewal cycle depends on how far into the current renewal cycle initial licensure was obtained. Each renewal cycle thereafter is for a full two years.

Additionally, the fee paid with this application for licensure is an application-processing fee only. It does not include a renewal fee. Each licensee is responsible to renew licensure **PRIOR** to the expiration date shown on the current license. Approximately two months prior to the expiration date shown on the license, renewal information is disseminated to each licensee’s last address of record, as provided to DOPL.

Please also note that a cashed check does not constitute issuance of a new or renewed license. Fee processing is simply the first step in the evaluation process.

12. **Temporary License:** Temporary licenses are not issued for landscape architects.
13. **State Reports:** Request your state to provide you with a report documenting your passing scores on the LARE or UNE. If your state will only submit the report directly to the Utah Board, so indicate on the application in the section provided.
14. **Updating Address Information:** It is your responsibility to maintain a current address with DOPL. If your address is incorrect, you will not receive renewal notices or other correspondence. Address changes can be made online at www.dopl.utah.gov.
15. **Name Change:** If you have been licensed by DOPL under any other name, please submit documentation of your name change (*i.e. copy of a marriage license or divorce decree*).
16. **Ceremonial Certificate of Licensure:** After obtaining your license from DOPL, you can order a Ceremonial Certificate of Licensure, printed on parchment paper with original signatures and an embossed gold seal. Order forms can be obtained at www.dopl.utah.gov.
17. **Mail Complete Application to:**

By U.S. Mail

Division of Occupational & Professional Licensing
P.O. Box 146741
Salt Lake City, Utah 84114-6741

By Delivery or Express Mail

Division of Occupational & Professional Licensing
160 East 300 South, 1st Floor Lobby
Salt Lake City, Utah 84111

18. **Telephone Numbers:** (801) 530-6628
(866) 275-3675 – Toll-free in Utah
19. **Fax Number:** (801) 530-6511

APPLICATION FOR LICENSURE

GENERAL INFORMATION:

License Applying For: LANDSCAPE ARCHITECT

Social Security Number: _____

Last Name: _____ Maiden Name: _____

First Name: _____ Middle Name: _____

Gender: ☐ Male ☐ Female Date of Birth: ____/____/____

Have You Ever Held A Utah License Before? ☐ Yes ☐ No

If Yes, Name of Profession: _____

If Yes, License Number: _____

MAILING ADDRESS:

Street: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

DO NOT WRITE IN THIS SECTION - FOR DIVISION USE ONLY

License/Certificate Number: _____

License/Certificate Number: _____

Date License/Certificate Approved: ____/____/____

Approved By: _____

Date License/Certificate Denied: ____/____/____

Denied By: _____

Reason for Denial/Other Comments: _____

EDUCATION REQUIREMENT:

Answer “yes” or “no.”

_____ **I have a degree in Landscape Architecture accredited by LAAB.**

If “yes,” attach an original transcript.

_____ **I have 8 years of supervised experience in Landscape Architecture in lieu of the education requirement.**

If “yes,” attach a report from your licensed supervisor documenting 8 years of supervised experience in landscape architecture.

_____ **I have a CLARB Council Record.**

If “yes,” provide the date that you requested CLARB to submit the Council Record to the Utah Board:

EXAMINATION REQUIREMENT:

Answer “yes” or “no.”

_____ **I passed the LARE in Utah.**

If “yes,” submit the letter(s) from DOPL’s approved examination provider verifying your passing score on the LARE. For examinations taken prior to January 1, 2008, the approved provider was Thomson Prometric; for examinations taken after that date the provider is PSI Examination Services.

_____ **I passed the LARE in a state other than Utah.**

If “yes,” attach a copy of the state report documenting your passing scores on the LARE or UNE. If the state refused to issue the report directly to you, but will submit the report directly to the Utah Board, provide the name of the state board, address, telephone number and the date you requested the report:

AFFIDAVIT FOR UTAH LAWS AND RULES

I understand that it is my responsibility to read and understand all statutes and rules pertaining to my practice as a landscape architect in the state of Utah, and I agree to comply with such.

Signature of Applicant: _____ Date: ____/____/____

LANDSCAPE ARCHITECT QUALIFYING QUESTIONNAIRE

Answer “yes” or “no” for each question. Do not leave any question blank.

1. _____ Have you ever applied for or received a license, certificate, permit, or registration to practice in a regulated profession under any name other than the name listed on this application?
2. _____ Have you ever been denied the right to sit for a licensure examination?
3. _____ Have you ever had a license, certificate, permit, or registration to practice a regulated profession denied, conditioned, curtailed, limited, restricted, suspended, revoked, reprimanded, or disciplined in any way?
4. _____ Have you ever been permitted to resign or surrender your license, certificate, permit, or registration to practice in a regulated profession while under investigation or while action was pending against you by any profession licensing agency or criminal or administrative jurisdiction?
5. _____ Are you currently under investigation or is any disciplinary action pending against you now by any licensing agency?
6. _____ Is any action pending against you now by either the Federal Drug Enforcement Administration or any state drug enforcement agency?
7. _____ If you are licensed in the occupation/profession for which you are applying, would you pose a direct threat to yourself, to your clients, or to the public health, safety, or welfare because of any circumstance or condition?
8. _____ Have you ever been declared by any court of competent jurisdiction incompetent by reason of mental defect or disease and not restored?
9. _____ Have you ever been terminated from a position because of drug use or abuse?
10. _____ Are you currently using or have you recently (*within 90 days*) used any drugs (*including recreational drugs*) without a valid prescription, the possession or distribution of which is unlawful under the Utah Controlled Substances Act or other applicable state or federal law?
11. _____ Have you ever had a documented case in which you were involved as the abuser in any incident of verbal, physical, mental, or sexual abuse?

(Continued on the next page.)

12. _____ Have you ever used any drugs without a valid prescription, the possession or distribution of which is unlawful under the Utah Controlled Substances Act or other applicable state or federal law, for which you have not successfully completed or are not now participating in a supervised drug rehabilitation program, or for which you have not otherwise been successfully rehabilitated?
13. _____ Do you currently have any criminal action pending?
14. _____ Have you pled guilty to, no contest to, entered into a plea in abeyance or been convicted of a misdemeanor in any jurisdiction within the past ten (10) years? Motor vehicle offenses such as driving while impaired or intoxicated must be disclosed but minor traffic offenses such as parking or speeding violations need not be listed.
15. _____ Have you ever pled guilty to, no contest to, or been convicted of a felony in any jurisdiction?
16. _____ Have you, in the past ten (10) years, been allowed to plea guilty or no contest to any criminal charge that was later dismissed (*i.e. plea in abeyance or deferred sentence*)?
17. _____ Have you ever been incarcerated for any reason in any federal, state or county correctional facility or in any correctional facility in any other jurisdiction or on probation/parole in any jurisdiction?



If you answered “yes” to questions 13, 14, 15, 16, or 17 above, you must submit a complete narrative of the circumstances that occurred for EACH and EVERY conviction, plea in abeyance, and/or deferred sentence. You must also attach copies of all applicable police report(s), court record(s), and probation/parole officer report(s).

If you are unable to obtain any of the records required above, you must submit documentation on official letterhead from the police department and/or court indicating that the information is no longer available.

If you have formally expunged a criminal record as evidenced by a court order signed by a judge, you do not need to disclose that criminal history. Expungement orders must be sent to the Bureau of Criminal Identification and the FBI to enable the expungement to be completed and the criminal history eliminated from the records.



If you answered “yes” to any of the above questions, enclose with this application complete information with respect to all circumstances and the final result, if such has been reached.

A “yes” answer does not necessarily mean you will not be granted a license; however, DOPL may request additional documentation if the information submitted is insufficient.

UTAH LANDSCAPE ARCHITECT LAW AND RULES EXAMINATION

The references have been provided to assist you in selecting your response. The test is not intended to be difficult. The purpose of the test is to bring to your attention specific practice issues that you need to know in order to avoid violating Utah law and rule.

Answer “**true**” or “**false**” for each statement. Do not leave any statement blank.

1. _____ A landscape architect licensed in another state is not permitted to render or offer to render landscape architectural services in Utah without first being licensed in Utah, unless exempted from licensure. [58-53-102(3) and 58-53-304]
2. _____ A landscape architect is not permitted to affix his/her seal to a site plan when the site plan was prepared by an unlicensed person when neither the work nor the unlicensed person is exempt by law. [58-53-304 and 58-53-602]
3. _____ An organization engaged in the practice of landscape architecture is exempt from licensure, provided that the organization employs a Utah licensed landscape architect who is a principal in responsible charge of the organization’s landscape architectural practice, and all other persons employed by the organization, who are engaged in the practice of landscape architecture, are licensed or exempt from licensure. [58-53-102(4) and 58-53-304(6)]
4. _____ A landscape architect who affixes his/her seal to a site plan in violation of 58-53-603, is subject to administration action up to and including revocation of license. [58-1-501(2)]
5. _____ Any final site plan prepared by or under the supervision of the licensed landscape architect, shall bear the seal of the landscape architect, when submitted to a client or to a building official for the purpose of obtaining a building permit, even if the practice is exempt from licensure under Section 58-53-304. [58-53-602(2)]
6. _____ A landscape architect may affix his/her seal to documents prepared by other licensed landscape architects, provided the landscape architect performs a thorough review of all work for compliance with all applicable laws and rules and standards of the profession, and makes any necessary corrections before submitting the final documents to a client or to a building official. [58-53-603(3)]
7. _____ A landscape architect may affix his/her seal to documents prepared by persons exempt from licensure as a landscape architect, provided the landscape architect performs a thorough review of all work for compliance with all applicable laws and rules and standards of the profession, and makes any necessary corrections before submitting the final documents to a client or to a building official. [58-53-603(4)]

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AFFIDAVIT and RELEASE AUTHORIZATION

I am the applicant described and identified in this application for licensure, certification, or registration in the State of Utah.

I am qualified in all respects for the license, certificate, or registration for which I am applying in this application.

To the best of my knowledge, the information contained in the application and its supporting document(s) is free of fraud, misrepresentation, or omission of material fact.

To the best of my knowledge, the information contained in the application and its supporting document(s) is truthful, correct, and complete; and, discloses all material facts regarding the applicant and associated individuals necessary to properly evaluate the applicant's qualifications for licensure.

I will ensure that any information subsequently submitted to the Division of Occupational and Professional Licensing in conjunction with this application or its supporting documents meet the same standard as set forth above.

I understand that it is unlawful and punishable as a class A misdemeanor to apply for or obtain a license or to otherwise deal with the Division of Occupational and Professional Licensing or a licensing board through the use of fraud, forgery, or intentional deception, misrepresentation, misstatement, or omission.

I understand that this application will be classified as a public record and will be available for inspection by the public, except with regard to the release of information which is classified as controlled, private, or protected under the Government Records Access and Management Act or restricted by other law.

I authorize all persons, institutions, organizations, schools, governmental agencies, employers, references, or any others not specifically included in the preceding characterization, which are set forth directly or by reference in this application, to release to the Division of Occupational and Professional Licensing, State of Utah, any files, records, or information of any type reasonably required for the Division of Occupational and Professional Licensing to properly evaluate my qualifications for licensure/certification/registration by the State of Utah.

Signature of Applicant: _____

Date of Signature: ____/____/____

Printed Name of Applicant: _____